



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

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March 3, 2009

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

### **COUNTYWIDE CLASSIFICATION ACTIONS TO IMPLEMENT THE FISCAL YEAR (FY) 2008-2009 SUPPLEMENTAL BUDGET AND CLASSIFICATION STUDY RECOMMENDATIONS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

#### **SUBJECT**

This letter and accompanying ordinance will update the County Classification Plan and departmental staffing provisions by deleting two (2) obsolete classifications, by adding a new classification, by implementing new positions countywide in conjunction with the FY 2008-2009 Supplemental Budget as recommended by the Chief Executive Office, by reclassifying positions in various County departments, and by amending the New Physician's Pay Plan.

#### **IT IS RECOMMENDED THAT YOUR BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add one (1) classification, to delete two (2) non-represented classes, to update the departmental provisions to reflect positions allocated in the FY 2008-2009 Supplemental Budget, to implement the results of various classification studies, and amend the New Physician's Pay Plan.

*"To Enrich Lives Through Effective And Caring Service"*

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### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Your Board of Supervisors' (Board) approval of the accompanying ordinance will update Title 6 of the County Code to appropriately reflect positions approved in the FY 2008-2009 Supplemental Budget. It will also provide the authority for County departments to fill these new positions. These recommendations are a routine part of the annual budget process.

Your Board has also requested submission of classification letters on a periodic basis throughout the year to facilitate their consideration in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachment B). This is a primary goal of the County's classification system, and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications. In those cases where an encumbered position is reclassified downward, the employee retains his payroll title and, therefore, experiences no negative financial impact. Once the reclassified position is vacated, however, the department may only make an appointment at or below the recommended classification within that series.

These actions are recommended based upon accepted principles of classification. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations, and can reduce the number of costly personnel-related problems.

### **Implementation of Strategic Plan Goals**

Approval of the accompanying ordinance will further the County Strategic Plan, Workforce Excellence and Organization Effectiveness Goals, to improve the quality of the workforce, to achieve departmental operational needs, and to maintain consistency in personnel practices throughout the County.

### Departmental Provisions – Budget Implementation

Most of the new positions authorized by your Board in the FY 2008-2009 Budget were implemented in an earlier ordinance. This ordinance will implement new positions provided for by your Board on October 7, 2008 for various departments. It will also make minor adjustments to the approved FY 2008-2009 Departmental Provisions to reflect changes resulting from appeals and/or additional reviews.

### New Class

The Chief, Public Affairs, Public Works will direct the communication, outreach, and public relations program for the Department of Public Works (Attachment A). Additionally, this position will serve as liaison to the Board of Supervisors for matters and issues relating to the Department of Public Works.

### Deleted Classes

We are recommending the deletion of two vacant non-represented single position classifications from the County Classification Plan (Attachment A). The Chief, Public Services, Library is recommended for deletion in conjunction with its July 2008 reclassification to the new unclassified position of Assistant Director, Public Services, Library (UC). The Head, Public Affairs and Special Services, Public Works is no longer utilized in the capacity for which it was developed as a result of the Department of Public Works restructuring. It is also being reclassified to Chief, Public Affairs, Public Works as described in the above paragraph.

Class deletions are consistent with the County's strategy to reduce the number of obsolete County classes. The departments have been informed of and have consented to the deletions.

### Reclassifications

Based upon individual position studies, we recommend that 31 ordained positions in seven (7) departments be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

#### New Physician Pay Plan Amendment

Currently, the New Physician Pay Plan provides a temporary assignment bonus (5.5%) for physicians serving as acting medical directors in the Departments of Health Services and Public Health, respectively. We are amending this bonus provision to include the physician assigned as acting director of medical services in the Sheriff's Department.

#### Fire Department – New Position

A new ordinance only Project Director I position is being added to the staffing ordinance for the Fire Department to align the ordinance with current staffing and applicable County Code provisions.

#### **FISCAL IMPACT/FINANCING**

The cost of and financing for the new positions allocated in the budget have been included in the FY 2008-2009 Supplemental Budget. The projected budgeted cost for the 31 budgeted positions that will be reclassified is estimated to total \$238,030 (all funds) with net County cost estimated to be \$171,179. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Pursuant to Article III, Section 11(3) of the Charter of the County of Los Angeles (Charter), the Board of Supervisors is to provide, by ordinance, for the number of assistants, deputies, clerks, attaches, and other persons employed in the service of the County. The Charter also authorizes the establishment and maintenance of "a classification plan, and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

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**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval of these recommendations will enable departments to effect personnel actions associated with the recently approved budget for FY 2008-2009 and various classification studies. Ultimately, this will enhance the quality of services provided to the public and the operational effectiveness of the departments.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:DIL:WGL  
PHG:VMH:KP:mst

**Attachments (2)**

c: Director of Personnel  
Executive Officer, Board of Supervisors  
County Counsel  
Auditor-Controller  
Affected Departments

**ATTACHMENT A****CLASS RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN**

<b>Proposed Savings/ Cafeteria Benefit Plan</b>	<b>Item No.</b>	<b>Title</b>	<b>Salary Schedule &amp; Level</b>
Savings/ Megaflex	1027	Chief, Public Affairs, Public Works	N23 S12

**NON-REPRESENTED CLASSES RECOMMENDED FOR DELETION**

<b>Item No.</b>	<b>Title</b>
8360	Chief, Public Services, Library
1597	Head, Public Affairs and Special Services, Public Works

## RECOMMENDATIONS FOR POSITION RECLASSIFICATION

DISTRICT ATTORNEY

Number of Positions	Present Classification and Salary	Classification Findings and Salary
2	Legal Office Support Assistant II N2ML 72G Represented	Senior Legal Office Support Assistant NML 74G Represented

The subject positions report to a Deputy District Attorney IV (DDA IV), and are assigned to the Specialized Prosecutions, Juvenile-North/Antelope Valley and to the Prosecution Support Operations, Asset Recovery Program, respectively. In addition to providing a full range of legal clerical services to attorneys and serving as secretary to the DDA IV office head, the positions supervise a small staff of Legal Office Support Assistants and other clerical positions. These supervisory responsibilities include planning, assigning, and reviewing the work of staff, recruitment and training, and preparing performance evaluations and appraisals of promotability.

The aforementioned duties assigned to these positions meet the definition and allocation standards of the Senior Legal Office Support Assistant, a class which leads a small staff and participates in the full range of legal clerical services in a County law office. Therefore, we recommend upward reclassification to Senior Legal Office Support Assistant.

## **DEPARTMENT OF HEALTH SERVICES – NORTHEAST CLUSTER**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
2	Stationary Engineer II F \$5,852.34 Represented	Stationary Engineer Controls Specialist F \$6,218.12 Represented

The subject positions are assigned to the Facilities Management Engineering Section, Central Plant Operations, and report to an Assistant Chief Stationary Engineer where they operate, maintain, and repair a wide variety of pumping, heating, ventilating, air conditioning, refrigeration, and power generating equipment for both the existing and new facility. These positions also test and inspect machinery and equipment for compliance with safety standards and efficient and safe operation. Performance of these duties requires an in-depth knowledge of electronic, pneumatic, or hydraulic industrial control instruments.

The assigned duties and responsibilities are more consistent with the allocation standards for Stationary Engineer Controls Specialist, a class characterized by its responsibility for inspecting, testing, maintaining, and repairing instruments used to control, measure, and record heating and refrigeration plant operational variables such as pressure, temperature, and chemical composition of boiler and refrigeration water. Therefore, we recommend upward reclassification.

## **PROBATION DEPARTMENT - FIELD SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
3	Deputy Probation Officer II, Field NX 87J Represented	Accounting Systems Technician NM 82H Represented
2	Deputy Probation Officer II, Field NX 87J Represented	Senior Accounting Systems Technician NM 92G Represented
1	Supervising Deputy Probation Officer NW 93G Represented	Supervising Accounting Systems Technician NM 95L Represented

The five (5) Deputy Probation Officer II, Field and one (1) Supervising Deputy Probation Officer positions are assigned to the Audit and Controls Unit of the Quality Assurance Management Bureau. These positions evaluate the accounting and reporting of financial transactions, policies and procedures for the safeguarding of assets, and established internal control systems for compliance with applicable policies, procedures, laws, and regulations. In addition, they identify deficiencies in the accounting and reporting of financial transactions, develop recommendations to reduce the occurrence of these deficiencies, and ensure the implementation of internal control policies and corrective actions.

To provide the appropriate staffing levels for the assigned functions within this unit, we recommend that three (3) Deputy Probation Officer II, Field positions be reclassified downward to the journey-level Accounting Systems Technician, a class which performs professional accounting systems analysis work in conjunction with internal audit, development, evaluation, and review of accounting control systems. In addition, we recommend that the remaining two (2) Deputy Probation Officer II, Field be reclassified upward to Senior Accounting Systems Technician. This classification recommends and coordinates the implementation of policies and procedures relating to accounting controls, fiscal record keeping methods, and audit trails. It also monitors activities of organizations to ensure compliance with implemented policies and procedures.

Lastly, we recommend that the Supervising Deputy Probation Officer be reclassified upward to Supervising Accounting Systems Technician, a class distinguished by the requirement to provide technical and administrative supervision of staff engaged in accounting systems analysis work.

#### **PROBATION DEPARTMENT - JUVENILE INSTITUTION SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
7	Deputy Probation Officer I, Residential Treatment/Detention Services 81G Represented	Deputy Probation Officer II, Residential Treatment/Detention Services NX 87J Represented

The subject positions are assigned to Camp Smith within Challenger Memorial Youth Center. As a result of the Youthful Offender Block Grant (YOBG) funding, the department will be providing services to juvenile delinquents who would have been formerly housed at the State facilities. This specific population is considered to be serious and chronic offenders with a high risk of recidivism, and a strong inclination towards anti-social behavior and disruptive conduct.

The Deputy Probation Officer II, Residential Treatment/Detention Services, is a journey level class which provides professional level staff services in either a Probation Department residential facility or a detention services facility. These services include monitoring program needs, coordinating casework services, coordinating security dorm operations, providing community liaison and public relations, and providing fire liaison services. Therefore, we recommend upward reclassification at this level to provide the intensive services to the targeted population.

## **PROBATION DEPARTMENT - SUPPORT SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Senior Typist-Clerk NMV 66C Represented	Information Technology Aide NM 70E Represented
1	Transcriber Typist N2MV 64K Represented	Information Technology Aide NM 70E Represented

The subject positions are assigned to the Customer Assistance Services Section within the Information Services Bureau, Infrastructure and Operations Division, and work under the direct supervision of professional information technology staff. These positions provide basic information technology support services to departmental system users by responding to and resolving routine problems with the departmental Information Technology (IT) systems.

The scope of work is consistent with the class definition and standards of the Information Technology Aide, a class which provide basic IT support services to assist IT technical staff, and to resolve departmental IT user problems as they arise. Therefore, we recommend upward reclassification of these positions to Information Technology Aide.

## **DEPARTMENT OF PUBLIC HEALTH**

### **Public Health Services**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
<b>Bioterrorism and Emergency Response</b>		
1	Senior Secretary II "N" NM 77K Non-Represented	Management Secretary III "N" NM 83K Non-Represented
<b>Communicable Disease Control and Prevention</b>		
1	Senior Secretary IV "N" NM 81K Non-Represented	Management Secretary III "N" NM 83K Non-Represented
<b>Community Health Services</b>		
1	Secretary III "N" NMV 71H Represented	Management Secretary III "N" NM 83K Non-Represented
<b>Environmental Health</b>		
1	Senior Secretary IV NM 81K Non-Represented	Management Secretary III NM 83K Non-Represented
<b>Medical Director/Quality Assurance</b>		
1	Senior Secretary II "N" NM 77K Non-Represented	Senior Secretary III "N" NM 79K Non-Represented

### **Children's Medical Services**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Senior Secretary III NM 79K Non-Represented	Management Secretary III NM 83K Non-Represented

The subject positions report to the respective heads of the programs noted above. Since the separation from the Department of Health Services, the current allocation of secretarial levels has been inconsistent due in part to the varied levels of managers to which these positions report.

Secretarial allocations throughout the County are based primarily upon the level of manager to which the secretary is assigned as well as department size. Typically, positions allocable to Management Secretary III provide full-time personal and confidential administrative secretarial assistance to a deputy director in a large and complex County department. The managers over Bioterrorism and Emergency Response, Communicable Disease Control and Prevention, Children's Medical Services, Community and Health Services, and Environmental Health oversee their own separate budgets and/or have special authority to act on behalf of the department and County in response to state or federal directives. These managers function at a level similar to that of deputy director. As such, we recommend upward reclassification of the positions assigned to these managers to Management Secretary III.

Positions at the Senior Secretary III level typically provide full-time secretarial assistance to the head of a major division or a minor branch in a large and complex County department. The manager over the Medical Director/Quality Assurance Office functions at the level of a division manager. Therefore, we recommend upward reclassification of the secretarial position assigned to this manager to Senior Secretary III.

## **DEPARTMENT OF PUBLIC WORKS**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Head, Public Affairs and Special Services, Public Works NM 96H Non-Represented	Chief, Public Affairs, Public Works (new classification) N23 S12 Non-Represented
1	Secretary IV NM 72G Non-Represented	Senior Secretary IV NM 80J Non-Represented

The subject Head, Public Affairs and Special Services, Public Works position oversees the Public Relations Section and reports directly to the Director of Public Works. Specifically, it is responsible for developing and directing media and communication strategies, community outreach, and public relations programs for the department. The position also serves as liaison to the Board of Supervisors, County executive management, various boards, commissions, committees, and public and private entities to address issues related to public affairs, public relations policy, and media relations.

The Department has recently restructured to assign a higher priority to its public relations function. This action has elevated the subject position in terms of reporting relationships, complexity, and increased scope of responsibility. Accordingly, the Chief, Public Affairs, Public Works is being established and we recommend upward reclassification to this new class.

The subject Secretary IV position is assigned to the Chief Information Office, Information Technology (IT) Infrastructure Division and provides full-time secretarial support to the IT Manager III (S13), a class commensurate to the Chief positions within the department. Based upon the level of supervisor served and overall scope of responsibility, this position meets the criteria for allocation to the Senior Secretary IV, a class which provides secretarial support to the head of a major division in a very large and complex County department. Therefore, we recommend upward reclassification to Senior Secretary IV.

### **DEPARTMENT OF REGIONAL PLANNING**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
3	Senior Secretary IV NM 80J Non-Represented	Management Secretary II NM 80J Non-Represented

The subject positions are allocated throughout the department, and provide full-time secretarial support to Deputy Directors, Regional Planning (UC) (R14). Based upon the size of the department and the level of supervisor to which they report, we recommend lateral reclassification to Management Secretary II, a class which provides full-time secretarial support to a deputy director in a medium sized County department.

### **SHERIFF DEPARTMENT - PATROL**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Warehouse Worker III NM 72F Represented	Procurement Assistant II NM 75B Represented

The subject position reports to a Chief, Helicopter Maintenance, and is assigned to the Office of Homeland Security in the Aero Bureau. Its primary duties are to ensure that helicopter supplies and related contracted services are procured and received in a timely manner. The position also manages the warehousing of aircraft parts and supplies needed for repair.

The position follows established policies and procedures as outlined in procurement manuals and agreements issued by the Internal Services Department. However, given its unique procurement assignment and the critical nature of the services provided by the Aero Bureau (i.e., air support services to assist law enforcement ground units), the position must function with a high degree of independence to ensure that orders are received timely and that procurement issues are resolved immediately. Accordingly, we recommend that this position be reclassified to Procurement Assistant II, a classification that independently manages a specialized or complex procurement assignment.